



Safeguarding policy for children and young people

Contact Details - To Be Publicly Displayed

Designated Person for Safeguarding/DBS Co-ordinator/DBS Verifier

Anne Marie Shinkins - annemarie@burlington.church

Mob: 07816 329246

Senior Minister/DBS Verifier

Simon Harris - simon@burlington.church

Mob: 07881 653493

Safeguarding Trustee/DBS Verifier

Becky Garland - garlandasinjudy@outlook.com

Mob: 07809 016241

Youth Team Leader - no one in position currently so default to:

Simon Harris - simon@burlington.church

Mob: 07881 653493

Children's Team Leader

Heather Barrington - heather@burlington.church

Mob: 07821 720378

Children's Services

MASH team: 0345 6061499

Suffolk Police

Main switchboard no: 01473 613500 / 999 (emergency)

Why do we need a Safeguarding Policy?

We are privileged to be working with children and young people. We believe that God has blessed us with them so we can pass the baton of faith onto future generations. Following this policy will ensure that we are working with these children according to the law and in a way that provides a high quality of care.

This policy outlines safe practice to protect those in our care under 18 years of age, (regardless of gender, ethnicity or ability), and the leaders working on behalf of the church in church life. It applies and relates to all staff and volunteers at Burlington Baptist church at all events that involve children and young people. This policy also outlines what constitutes abuse and what to do with a disclosure.

When thinking about safeguarding we naturally think about activities and groups that are run specifically for children and young people however this policy covers any small group, missional community or social activity that regularly meets where minors are present. This would include the leaders of a missional community who regularly host an Oikos event in their home where children and young people are present. This would include worship group leaders who are regularly holding music practices where minors are present and other similar activities. We also need to cover online activities and any special safeguards they need - see the Electronic Communication section below.

The Baptist Union provide key “Safe to Grow” guidance and the overall framework for this policy - see this link for more information:

http://www.baptist.org.uk/Groups/220884/Safe_to_Grow.aspx

Appointing of volunteers

All persons involved in working with children and young people must fulfil the following criteria:

Be a Christian and church member at BBC

Have been invited by leader to be a volunteer and completed a Volunteer Form provided by the children/youth leader with two references.

Have been briefed on the Safeguarding Policy and signed the Volunteer Agreement.

Have a current DBS check. See Appendix for the detailed procedure to apply for a DBS check where the volunteer does not have a transferrable DBS which they self update to keep it current. DBS checks are now valid for up to 5 years.

Have clean references which do not raise concern about the person’s suitability for the proposed role.

The following link is the generic Baptist Union guide to DBS checks and in particular shows the type of DBS which is applicable and when to seek advice from the current DBS provider

on behalf of the Baptist Union e.g. If there is any doubt about the type of DBS which is applicable:

http://www.baptist.org.uk/Articles/452419/BUGB_Guide_to.aspx

There may be times when someone is asked to help occasionally. If that person helps more than four times a year they must complete the above criteria. If there are any doubts about a person's suitability then this should be discussed with the Senior Minister in the first instance.

The Children's and Youth Team Leaders should consider use of relevant/ appropriate elements of the relevant elements of the following Baptist Union document in conjunction with the appropriate Regional Minister:

http://www.baptist.org.uk/Articles/369400/Church_Contract_with.aspx

Good practice guidelines

Treat everyone with respect and dignity

Where possible each group should be accessible to children with special needs and different ethnic backgrounds.

Use age appropriate language and tone

Be aware of your body language

Physical contact should be beyond reproach. Be constantly aware of your actions so they can't be misconstrued.

Leaders should be accountable for their behaviour and physical contact. They should listen to the concerns of others if it is felt that boundaries are being crossed.

Minor incidents/offences should be dealt with personally and instantly. Chastise the behaviour not the person.

Always report unresolved problems to Children's/Youth Team Leader.

Members of the ministry team reserve the right to challenge lifestyle choices which are inconsistent with being a follower of Jesus.

It is not acceptable for a leader to form a romantic relationship with a young person with whom they have a relationship of trust. Young leaders should not be appointed to lead a peer group immediately below their own, but always leave a gap of at least one peer group.

No alcohol, smoking or drugs are to be consumed during or before any contact with children.

Never be in a room when children are showering or changing.

Any incidents or breaches of these guidelines must be reported immediately to the youth/children's Team Leader or the Designated Person for Safeguarding.

Everyone should be aware that if an allegation is made against them that is referred to the statutory authorities, they will normally be required to withdraw from their responsibilities during the investigation.

Self Harm is intentional damage or injury to oneself. There are many forms including physical acts such as cutting or putting oneself in risky situations or neglecting one's physical or emotional needs. If you suspect a person is self harming report this to the Designated Person for Safeguarding or relevant leader. Be supportive, do not judge or criticise, do not promise confidentiality. The following link is the Baptist Union guidance on self harm:

http://www.baptist.org.uk/Articles/457358/BUGB_Guide_to.aspx

Minimum Staff-Child ratios

Under 2 years: *1 leader for every 3 children*

2-3 years: *1 leader for every 4 children*

3-8 years: *1 leader for every 8 children*

Over 8 years: *1 leader for every 10 children*

Each group should always have a minimum of two adults and the appropriate gender balance should be considered. Ensure you are never alone with a child or young person.

There may be times (e.g. mentoring) when it is appropriate to have a one on one meeting with a young person. Meet in a public place such as a café, the church centre with others around, or their home with others present. Tell another leader when and where you are meeting. Finally, if you have undertaken to mentor a young person, make sure parents are aware and have given consent.

Transport

Travel to and from activities that is informally arranged between parents is their responsibility. However if transport is formally arranged by the church the following criteria should be met.

The driver must hold a current licence and be insured to drive the vehicle with appropriate business travel cover where the travel effectively forms part of a church employee's role or where a volunteer is being paid by the church to provide transport.

The car should be in good working order and have a current MOT

The laws concerning use of booster seats and seat belts should be adhered to.

Where possible two or more children should be in the car.

If a minibus is being used, the correct licence and insurance rules should be met.

If for short journeys one young person is in the car with one adult, a parent must be made aware.

Consent forms

All children and young people need to have a Consent Form completed by their parents or guardians which must be renewed yearly. These forms are now completed online through churchsuite and held securely online.

Photos and Video material

Consent for photos and videos must be obtained from the parents in order to allow such material to be used at events and/or in publicity including newsletters, presentations and on our website and blogs. For those 13 years old and over consent must also be obtained for use of such material on third party social media platforms such as Church App, Facebook, Twitter and Instagram.

Risk Assessments

All activities should be considered in terms of their safety. All leaders should assess the risks involved in the program they are planning. A template for risk assessment is available as part of Burlington's risk assessment policy.

A First Aid box must be available for all activities and it is advisable to have a First Aider present. Parents should be informed of an incident and any treatment given. Ensure that at least one leader has a mobile phone.

Electronic communication

Electronic communication covers many different forms of interaction from text messaging, through social media apps, to online video calls/meetings. The following set down the key areas we need to address/enforce:

Direct electronic communication with children of primary school age is inappropriate.

Parents must give consent for leaders to contact young people above primary age directly by phone, text, email or third party social media platforms such as Church App, Facebook Twitter and Instagram.

Always use appropriate language. Avoid shorthand that can be misinterpreted.

Keep a record of any conversations that give cause for concern.

Do not delete messages from young people. Store them.

If possible hold textual conversations publicly through the systems such as Facebook wall. Include another member of the Youth ministry team in your conversations

Refer any concerns to the Youth Team Leader immediately.

Those under 13 should not be on third party social media platforms such as Church App, Facebook, Twitter and Instagram and should not be encouraged to be.

Avoid contact during school hours or after 10pm.

Encourage parents to also be on third party social media platforms such as Church App, Facebook, Twitter and Instagram by using them to advertise events etc.

People essentials for all Online meetings involving video - all adults involved must dress appropriately and ensure that anything that can be seen in their interaction is appropriate/inoffensive for the age of child or young people with which they are interacting e.g. meeting should not take place from a bedroom. All children and young people must dress appropriately for these meetings too and also be aware of their location and anything that can be seen in their interaction. The same ratio of adults to children and mix of genders applies to video meetings as to physical meetings. Video meetings should not be recorded given the difficulties in protecting the material.

People essentials for all meetings involving audio only = all adults must ensure that anything that can be overheard in their interaction is appropriate/inoffensive for the age of child or young people with which they are interacting. The same ratio of adults to children and mix of genders applies to audio only meetings as to physical meetings. Audio only meetings should not be recorded given the difficulties in protecting the material.

Young people's mentoring - ideally this is face to face in a public space but can be online. "Facetime" and video/phone calls must adhere to the normal mentoring guidelines i.e. mentors notify parents of when the mentoring is taking place so that they are aware. For online mentoring all youth should be at home when it takes place so parents are always nearby and aware of the online contact.

Where children's church and or weekday clubs/activities are taking place online parents should be notified directly of the times and meeting links (as opposed to just a widely advertised set of details) and should be present during the online interactions. There should be no private communication between an adult leader and a child. Material for children to work through could be posted online for download and use with their parents. Children should not join the meeting until the necessary number of male and female adult leaders are actively present. Children should leave before the adults. Beware of adult leaders temporarily leaving the meeting and compromising children/adult/gender ratios. Ensure any chat type activities (if necessary) are carefully monitored. Keep a register of attendance in a similar way to a physical meeting.

Technical guidance for online meetings (video and audio only):

- Invite people directly to the meeting as opposed to providing a public link
- Lock meeting when all expected participants are present to prevent unexpected joiners.
- Use a “waiting room” feature if it exists in the tool being used so that a joiner can be vetted.
- Use facilities such as “mute all participants” or “remove participant” as necessary to control meeting content/interaction.
- Carefully control who can share video content.
- Carefully consider whether live textual chat is appropriate - and disable/moderate as necessary.
- Think about how to handle comments against the content - this will vary with the technical tool being used for the meeting e.g. Facebook vs Zoom.
- This [link](#) is one of many giving more technical guidance for some tools.

Cyber abuse - there are a number of types of cyber abuse via a range of electronic platforms. This can affect people of all ages. Please refer to the Baptist Union guidelines at the following link:

http://www.baptist.org.uk/Articles/456609/BUGB_Guide_to.aspx

Responding to concern

Definitions of Abuse:

Physical abuse- *when bodies are hurt or injured*

Emotional abuse- *where young people or children do not receive love and affection, are frightened by threats or taunts, or are given responsibility beyond their years.*

Sexual abuse- *where young people or children are used to satisfy sexual desires*

Neglect - *where young people or children are not protected from danger, seriously impairing health and development.*

If you have a concern about a child’s welfare but they have not made a disclosure to you then you can raise this with the Designated Person for Safeguarding via a simple form which is available near to a locked post box

near the Senior Minister's vestry into which it should be deposited. This post box will be checked at least weekly by the Designate Person for Safeguarding.

What to do when a child talks about harm or abuse

Listen and clarify - but do not counsel or question

Give support but not false reassurance

Explain what will happen next

Try not to show shock alarm, or disapproval

Do not make promises not to tell anyone

Do not question or speak to those accused.

Write detailed notes ASAP for potential transfer to an Incident Form.

Inform the youth/ children's Team Leader, Designated Person for Safeguarding or the Senior Minister who will agree further action and fill in an Incident Form if appropriate.

Procedure for responding to concerns.

Record the details and report to the Designated Person for Safeguarding or the senior minister with 24 hours unless the situation appears serious in which case follow bullet 2 below. Remember you cannot offer confidentiality to anyone making a disclosure.

If the child is in imminent danger refer to the police or social services without delay using the contact details at the front of this policy.

The Designated Person for Safeguarding will review the information in conjunction with the Safeguarding Trustee and take a decision.

The Designated Person for Safeguarding or a Minister will then offer support to all parties.

For further information please refer to the attached Appendix; Escalating an Incident of Suspected abuse.

Note that all Safeguarding referrals in electronic form need to be sent to the Designated Person for Safeguarding whether they do the actual referral or not. Every other copy needs to be permanently deleted. The Designated Person for Safeguarding will print them and add to our files prior to deletion of the electronic version.

SAFEGUARDING GOVERNANCE SUMMARY

Relevant Documents

Burlington Baptist Safeguarding Policy - This Document

Incident Report Form - Appendix 1

Burlington Baptist Volunteer Application Form for Those Working With Children and Young People - Appendix 2

Eternity Consent Form - Appendix 3

Young People and Children Consent Form - Appendix 4

Baptist Union documents relating to Safe to Grow, DBS check procedure, Self Harm, Cyber Abuse

BU Safeguarding Retention Schedule (at www.baptist.org.uk/gdprsafeguarding)

Training

Basic Safeguarding Policy Training (effectively covering Level 1) - A Verbal briefing on this policy

Safeguarding Level 2 - Training course as supplied by EBA (this course is relevant for all workers with children/youth people but especially for those leading groups)

N.B. Safeguarding Level 3 training is only relevant to Trustees, Ministers, the Designated Person for Safeguarding, the Safeguarding Trustee and other members of the Safeguarding Team e.g. PA to the Senior Minister.

Access to Safeguarding records

1. The Designated Person for Safeguarding and the Safeguarding Trustee have keys to the Safeguarding record store.

2. Both parties need to keep each other informed of times when they will be unavailable for more than 2 consecutive days. If there is a period when both parties will be away then one key to be placed in the Church Centre fire safe temporarily so that it can be accessed by the PA to the Senior Minister in an emergency. This key should be held by the relevant party as soon as they are available again.

Policy Audit

Annual Trustee review (or as needed) to check Training/ Incidents/ Policy Updates.

The history and issue status of this policy are included in the policy index. It is part of the annual review of church policies.

Processes

The following are a list of processes to follow going forward:

- Designated Person for Safeguarding will keep us up to date with any safeguarding updates from the Baptist Union
- Designated Person for Safeguarding keeps a full list of all those with DBS certificates and will forward this list to the Safeguarding Trustee and the Administration Staff so that anyone of us can access the records if needed.
- Safeguarding training needs to take place every 3 years. Anyone overdue will be given the BU video and a catch up zoom call while we await a training course near us
- All church leaders and one leader from each community must have completed the safeguarding training (and above rule applies if training overdue)
- All DBS must be up to date. Designated Person for Safeguarding reminds them 1 month before it runs out. If 2nd reminder needed then copy in Administration Staff. If 3rd reminder needed then copy in Administration Staff who will urgently chase and CC Senior Minister. If DBS not complete within 48 hours of it running out then they are to come off the rotas for their volunteer roles until it is complete.

Appendix 1: Escalating an Incident of Suspected Abuse

Ideally incidents will be escalated to The Designated Person for Safeguarding, (contact details as at the front of this policy) who will go through the following steps. Practically this will not always be possible especially in an emergency situation. **DO NOT DELAY** - anyone can follow the steps below and Suffolk Social Care Services are available by phone 24hrs a day to advise and assist you through this process. Incident Forms can be found in the welcome area if you feel there is an area of concern.

	Actions
<u>Step 1</u>	
Suspicion or allegation of abuse by an adult that was: Directly Observed. Directly Reported. Anonymously Reported.	Fill out a Burlington Incident Report Form (as below) Monitor Situation. Report to Designated Person for Safeguarding within 24hrs (or the Safeguarding Trustee if they are not available)
<u>Step 2</u>	
If the child is in imminent danger refer to the police or social services without delay. If you are unsure call Suffolk Social Care Service (MASH) on: 0345 6061499 they can advise you over the phone and also send a social worker to assist you at any time of the day or night.	Record your actions on the Suffolk County Council incident report form.
<u>Step 3</u>	
Verbal referrals must be followed by a written referral within 24 hours.	A Suffolk County Council Incident Form must be completed in all circumstances for future reference.
<u>Step 4</u>	
You may be asked to attend a review meeting. You may be required to provide other information as required.	

REMEMBER - DO NOT DELAY

Suffolk Social Care Services are available to advise 24hrs a day. In an emergency the Police are always available on 999.

Designated Person for Safeguarding - see front of policy
Safeguarding Trustee - see front of policy

Burlington Incident Report Form (the Baptist Union template)

Usually to be completed by the Designated Person for Safeguarding taking input from the person who has concerns/ heard the allegation etc.

NAME OF CHURCH / ORGANISATION	
CONTACT DETAILS OF CHURCH / ORGANISATION	

NAME OF DESIGNATED PERSON FOR SAFEGUARDING (DPS)	
CONTACT DETAILS OF DESIGNATED PERSON FOR SAFEGUARDING	

NAME OF CONCERNED PERSON OR TO WHOM DISCLOSURE WAS GIVEN	
CONTACT DETAILS OF CONCERNED PERSON OR WHOM DISCLOSURE WAS GIVEN	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	

Phone number / Email address	
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THE INCIDENT

- What happened? (Nature of concern / disclosure made - use the person's own words if known)

- When did it happen? (date, time)

- Where did it happen? (specific location)

- Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

<ul style="list-style-type: none"> • Have the carers or parents / guardians been informed? (Please tick) • If so, when and by whom? 	(Please	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%;"></td> </tr> </table>	YES	NO	
YES	NO				

<ul style="list-style-type: none"> • Have the statutory authorities been informed? • If so, please complete the table: 	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%;"></td> </tr> </table>	YES	NO	
YES	NO			

Example:

Authority	Police				
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Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

- Has the Local Association been informed?
(Please do so if the statutory authorities are involved)
- If so, when and by whom?
- Any other action taken:

YES	NO
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FUTURE ACTION TO BE TAKEN

- What action needs to be taken?
- Who is responsible for this?

SIGNATURES

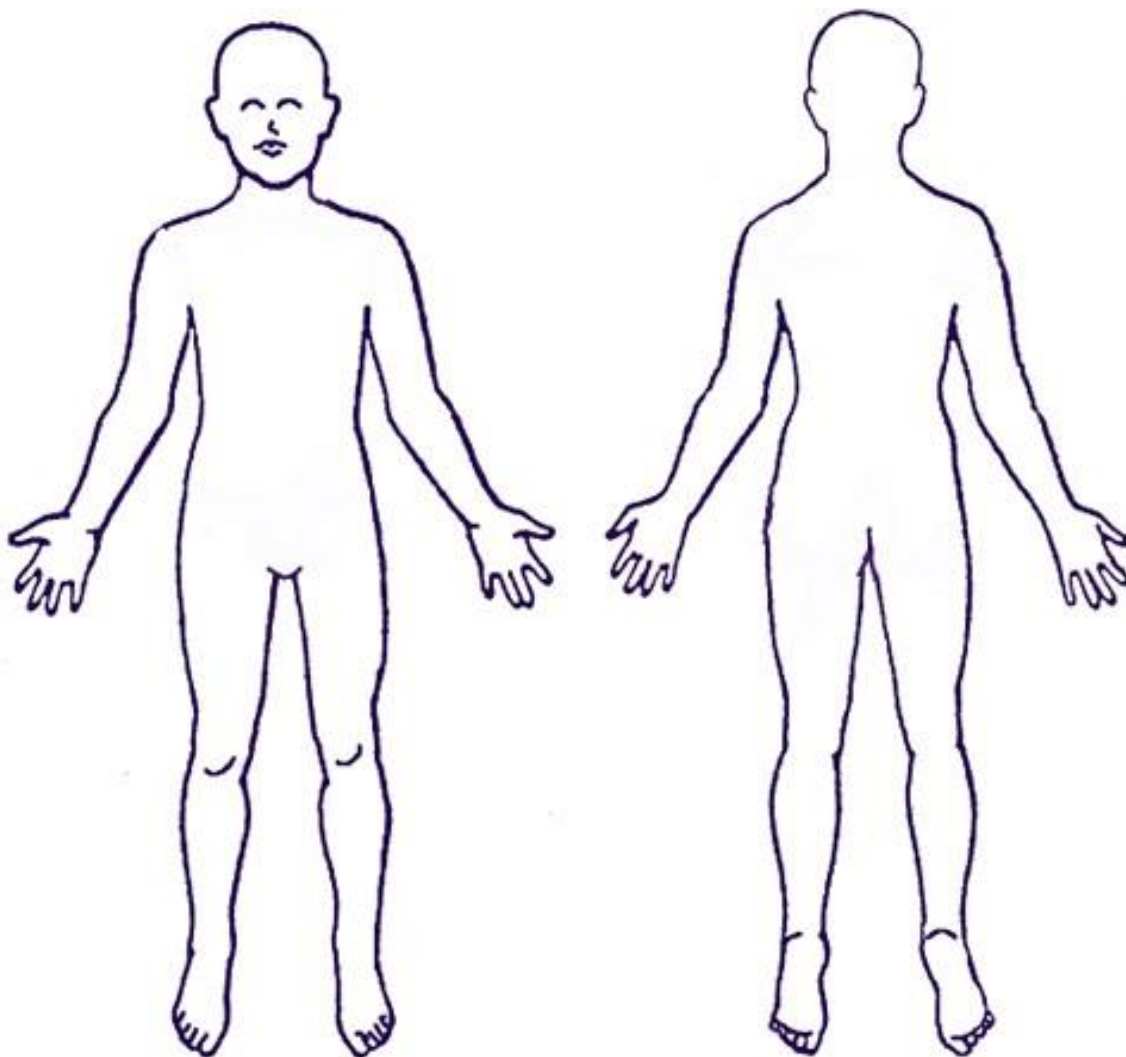
SIGNATURE OF DESIGNATED SAFEGUARDING PERSON		SIGNATURE OF MINISTER, OR CHURCH SAFEGUARDING TEAM MEMBER	
DATE & TIME		DATE & TIME	

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, record and pass it on.**



Front

Back

Signature _____

Date and time _____

Appendix 2: Burlington Baptist Volunteer Application Form for Those Working With Children and Young People



BBC Youth/Children's Volunteer Application Form

Name:
Full address:
Telephone number: Mobile number: Email address:
Date of birth:
Current DBS reference number:
Date you became a member at Burlington:
Please give the names and contact details of two people who know you well and who would be happy to give you a reference for this work:

This information will be fairly and lawfully processed for the use of Burlington Baptist Church and associated groups to contact you regarding your volunteer work or with other relevant information. It will be kept securely and will not be forwarded to other groups without permission. If any details alter or you wish your details to be removed from BBC's contact list, please do not hesitate to contact us at any time.

I am happy for my details to be stored and used in this way

Signed:

Date:

Please note that volunteers wishing to work with children or young people will be required to undertake a police check with the Disclosure and Barring Service (DBS). This is a normal procedure to ensure that we maintain a high standard of safe practice. If you have already have one please note the reference number above.

Please return to: Designated Person for Safeguarding, Burlington Church Office, London Road, Ipswich.

For internal use only:

- References taken and has read the safeguarding policy
 - DBS check (if required)
 - Basic Safeguarding Policy Trained
 - Safeguarding Training Level 1
 - Safeguarding level Training 2

Date:

Signature:

Appendix 3: Young People's (Eternity) Consent Form

This form is usually completed on-line for GDPR purposes but the contents will be similar to that below

Eternity Permissions and Medical information Form

Young Person's full name	
D.O.B	
Address	
Home telephone No	
For those 13 years old and over: Mobile no. Email Address	
For those under 13 years old: Parents' mobile no(s) Parents' email address(es)	
Emergency 2 nd contact – name and contact number(s)	
Relationship to Young person	
School attended:	

Doctors Name	
Address and phone no. of Surgery	

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Any other information you feel it would be useful for us to know (please use separate sheet if required)	
Special educational needs, Dietary requirements, Allergies, food intolerances etc...	

. I give permission for my child to receive emergency medical, dental or surgical treatment as considered necessary by the medical authorities present.

. Data Protection: I understand that the information contained on this form will be stored both in electronic and paper form. Access to this information will be limited to Burlington Staff members, eternity leaders and any access required by the force of law

In today’s society we realise that the majority of people own and carry cameras including those under 18. BBC does not take responsibility for photo and video footage except that taken by its group leaders. With your permission such material may be used at events and/or in publicity including newsletters, presentations and on our website and blogs. For those 13 years old and over permission must also be obtained for use of such material on third party social media platforms such as Church App, Facebook, Twitter and Instagram.

.I give consent for my child to appear in photos / video footage which may be used at events and/or for publicity including newsletters, presentations and on the BBC website and blogs.

.Where my child is 13 years old and over I give consent for photos / video footage to be used on third party social media platforms such as Church App, Facebook, Twitter and Instagram.

Young people have their own cameras. BBC does not take any responsibility for how young people make use of these photographs or footage.

. I give consent for eternity leaders to communicate to my child via various means (face to face, post, social media, text, telephone, email) in order to better pastorally care for them. These communications will adhere to our safeguarding policy(ies).

. I give consent for my child to attend eternity and emerge and take part in the activities. I understand that these are not always within the church grounds.

There are occasions when a child is given formal regular planned lifts, or being formally mentored, that they may be alone with a member of the volunteer team. This volunteer will have a recent DBS check. This is separate from informal lift arrangements such as those made directly between parents, which are not covered by Burlington safeguarding policies.

. I give consent for my child to be formally mentored, or transported alone with a driver, provided the mentor or driver is a part of the volunteer team and has a recent DBS check.

. I have read and understood this form, giving accurate details as required. I agree to update Youth Team Leader of any changes that occur.

Signed..... Date.....

Print name

If you would like to see our safeguarding policy(ies) please contact the Designated Person for Safeguarding.

Appendix 4: Children's Consent Form

This form is usually completed on-line for GDPR purposes but the contents will be similar to that below

Burlington Baptist Church: Permissions & medical information.

Child's full name	
D.O.B.	
Address	
Home Tel no	
Parent's mobile no(s)	
Parent's e mail(s)	
Emergency 2 nd contact: name, mob no, & relationship to child	
School attended	
Doctor's name	
Address & phone no of surgery	
Useful info: special educational needs, allergies, food intolerances, etc.	

.I give consent for my child to attend Burlington children' sessions and take part in the activities.

.I give permission for my child to receive emergency medical, dental, or surgical treatment as considered necessary by the medical authorities present.

.I understand that the information on this form will be stored both in electronic and paper form. Access to this information will be limited to Burlington staff members, youth/children's team leaders, and any access required by force of law.

In today's society we realise that the majority of people own and carry cameras including those under 18. BBC does not take responsibility for photo and video footage except that taken by its group leaders. With your permission such material may be used in publicity including newsletters, presentations and on our website and blogs. Photos and video footage will only be taken in communal areas.

.I give consent for my child to appear in photos/video footage which may be used at events and/or for publicity purposes including newsletters, presentations, and on the BBC website and blogs.

I have read and understood this form, giving accurate details as required. I agree to update the Children's Team Leader or the Youth Team Leader of any changes that occur.

Signed Date

Print name

If you would like to see our safeguarding policy(ies), please contact the Designated Person for Safeguarding. .

Appendix 5: DBS Application Procedure

Who needs a DBS Check?

A **church member** who either:

1. joins a the children's team or Youth team OR
2. begins leading an Missional Community OR
3. begins leading the Worship band or a Small Group OR
4. begins leading another type of team – Maintenance Team OR
5. has a role that places them alone with vulnerable adults or children – e.g. Pastoral Team

PROCEDURE

1. DBS Co-ordinator is contacted by our Youthworker / Children's Worker or the Leader of any of the teams here at Burlington. They will supply contact details (email address preferable) of the new person they are requesting a DBS check for and confirm they have verbally informed the new person of our safeguarding policy.
2. DBS Co-ordinator then initiates the DBS process and emails the new person (and copies in the person who requested they be checked – eg: youth worker / children's worker) giving them the link to the on-line DBS process and their password. The DBS Co-ordinator within the same email sends them a volunteer application form requesting references.
3. DBS Co-ordinator then takes up the references (using reference questions) and begins filling in the DBS INFO Spreadsheet that they maintain.
4. The new person then arranges to show their proof of ID paperwork to the DBS Co-ordinator for the application to be confirmed.
5. Once confirmed, the new person and the DBS Co-ordinator both receive details of the new person's DBS certificate number and the new person receives their certificate.
6. The DBS Co-ordinator completes the DBS INFO Spreadsheet and notes when the renewal is due. The DBS Co-ordinator **must see the certificate**.
7. The DBS Co-ordinator then informs the leader that the new person is ready to join the team.

ESCALATION PROCEDURE:

If the new person does not arrange to show their proof of ID or complete the online check within 1 month of being sent the online link, the DBS Co-ordinator is to chase them via email copying in the member of the leadership team who requested the check in the first place. They can then chase the new person face to face.

If another 2 weeks goes by and still no check completed then the DBS Co-ordinator informs the member of the leadership team who requested the check in the first place. The new person is then asked to step down from helping until their check is complete. For Example a new person working with the Youth would no longer be able to help UNTIL their DBS check was complete.

If the DBS checks or a reference come back unsatisfactory or with an issue then the DBS Co-ordinator refers this to the Senior Minister to see what action is necessary.